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Date: April 16, 2014

To: Human Resource Directors

From: Guy Krause, Manager 
Pay, Leave and Reporting
OA/Division of Personnel

Re: SAM II HR – Legal Names

In effort to address a recurring issue and ensure the accuracy of official records, this is a reminder that employee records entered in SAM II HR must indicate the employee's legal name. This issue has surfaced in relation to discrepancies when approving Merit System appointments.

Applicants were often entering nicknames in their EASe application, which is then reflected in MAIRS and on the registers and certificates from which appointments are made. Once an applicant is hired, there are subsequent concerns with the entry of the employee name into SAM II HR. Some instances have involved entering the nickname, using just an initial in the first name field, or reversing the first and middle names.

A disclaimer has been added to the Personal Information page of the EASe application. This advises applicants to enter their full legal name and provides a definition for their reference. Moving forward, this step should minimize future discrepancies.

We acknowledge the ongoing limitation of hiring someone that has experienced a name change after leaving employment with another State agency. In this case, SAM II HR only allows the entry under the name for which the SAM II record was previously established. Please continue the current practice of completing the name change after the appointment is approved under the name as it is listed in SAM II. It is helpful to list information in remarks of the ESMT. If it is a Merit System appointment from a certificate then the Division of Personnel will require documentation confirming the name change.

A similar discrepancy occurs when non-competitive promotions are completed for an employee who has experienced a name change, but has not updated their EASe application. If this scenario is encountered, then the MAIRS information needs to be resolved when entering the career progression form. This is as simple as having the employee log in to their EASe application to update their last name. Another option is to have the employee submit a request to the Division of Personnel, but we will need a copy of a Social Security Card under the new name to make the change in MAIRS.

As the official record of employment for the State of Missouri, SAM II HR information is utilized for reporting earnings to the IRS and could be referenced for audits through U.S. Immigration and Customs Enforcement. Please ensure this information is forwarded to all staff responsible for entering ESMTs. We appreciate your understanding and cooperation with this important matter.